

# Education/Training Assistance Desk Aid

10-14

This desk aid is designed to point out the differences and similarities between criteria for Income Eligible Child Care for Training, supported by IE-EM CC, and education and training activities in Work Programs, supported by JO CC.

Criteria	Child Care for Training-Employment EM (For Non-TANF clients)	Work Programs Education-Training Activities Supported by JO Child Care (For TANF clients)* **
What education or training activities are allowable?	<p>Education or training (all post - secondary education (includes VoTech, Certificate programs, BA/BS &amp; AA)) must: (2835)</p> <ul style="list-style-type: none"> <li>• be expected to lead to a degree or certificate</li> <li>• be skill - specific (includes VoTech and certificate or degree programs) create a greater earning potential upon completion</li> <li>• be expected to be completed within 24 months with a goal of employment in the field of study.</li> </ul> <p><b><u>Correspondence/ Internet Courses:</u></b></p> <ul style="list-style-type: none"> <li>• are allowable on a case-by case basis of meeting criteria listed above</li> </ul>	<p>Education -Training Components, including but not limited to: (<a href="#">3310.7</a>, <a href="#">3320.1</a>, <a href="#">3330.10</a>)</p> <p><b><u>Job Skills Training:</u></b> (<a href="#">3320.1</a>)</p> <ul style="list-style-type: none"> <li>• Training or education for job skills required by an employer to provide the individual the ability to obtain employment or to advance or adapt to changing demands of the workplace.</li> </ul> <p><b><u>Vocational Education:</u></b> (<a href="#">3310.7</a>)</p> <ul style="list-style-type: none"> <li>• Organized educational programs directly related to preparation for employment occupations requiring training other than baccalaureate or advanced degree.</li> <li>• Limited to 12 months to count in federal work participation report.</li> </ul> <p><b><u>Post Secondary Education:</u></b> (<a href="#">3330.10</a>)</p> <p>Under-graduate college courses that are:</p> <ul style="list-style-type: none"> <li>• short terms</li> <li>• focused</li> <li>• skill-specific</li> </ul> <p>(If courses are directed toward a baccalaureate degree, they may be approved by the EES Program Administrator on a case-by-case basis.) (<a href="#">3300.2</a>)</p> <p><b><u>Correspondence/ Internet Courses:</u></b></p> <ul style="list-style-type: none"> <li>• are allowable on a case-by-case basis if meeting criteria for Jobs Skills Training</li> </ul>
What services can be provided?	<p>Child Care services needed for time associated with the approved education or training (including one hour of study time per week per class if needed) - a family share deduction may be applicable (<a href="#">7541</a>). Child care is allowed for post-secondary education purposes for a lifetime maximum of 24 months per adult.</p>	<p>Work Program support services, including JO child care, during participation in an approved education-training activity (<a href="#">3400</a>)</p>

Criteria	Child Care for Training-Employment EM (For Non-TANF clients)	Work Programs Education-Training Activities Supported by JO Child Care (For TANF clients)* **
What component costs can be paid?	Any costs for training or education are the responsibility of the client; only child care subsidy is provided.	Component costs related to an approved education-training activity may be paid. Examples are: tuition, books and fees, supplies, uniforms, and other related costs. (Support services such as child care and transportation are also available to support the approved education-training activity.)
Is there an employment requirement?	The EM requirement is: <ul style="list-style-type: none"> <li>• paid employment for a minimum of 15 hrs/wk earning at least the federal minimum wage per hour</li> </ul>	There is no additional employment requirement during participation in education or training activities.
How is progress and attendance tracked?	Within 30 days of the end of each term, the following must be verified: <ul style="list-style-type: none"> <li>• that the client is maintaining at least a 2.0 GPA on a 4.0 scale, or its equivalent on another grading system.</li> </ul> <p>After successful completion of an approved educational plan, a for ES-1640a Educational Plan Completion Tracking form must be completed and sent to the DDCF Program Specialist in Central Office.</p>	<ul style="list-style-type: none"> <li>• Daily Supervision</li> <li>• Documentation received every 2 weeks</li> <li>• Good and Satisfactory Progress must be made and includes: <ul style="list-style-type: none"> <li>-Attending classes as scheduled</li> <li>-Maintaining at least a satisfactory GPA (i.e., "C" or 2.0) or as established by the institution</li> <li>-Progressing toward completing the course in a reasonable time frame.</li> </ul> </li> </ul>
What forms and/or documentation are required?	A completed and signed Statement of Understanding (ES-1640) is needed prior to approval. <a href="#">(2835)</a> Approval criteria must be documented in the case file.	A signed Self-Sufficiency Plan is needed noting approval of the education-training and the need for any support services. Approval criteria must be documented in the case file.
When would a request be denied or approval ended?	At any such time that it is determined that the training or education is inappropriate, unrealistic or unnecessary.	At any such time that it is determined that the training or education is inappropriate, unrealistic or unnecessary.

\* Education-Training activities (except Post Secondary Education) also pertain to Food Stamp participants in designated counties.

\*\* Education-Training component costs and support services are also available for up to 12 months to those who lose TANF eligibility for any reason other than moving out of state, death of the only adult on the case, no eligible child in the home, the 48-month TANF time limit, only adult begins to receive SSI, only adult is incarcerated/institutionalized or loss of contact.